

Lawford Parish Council



Minutes of the Lawford Parish Council meeting held in the Main Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 18 February 2019 at 7.15pm.

Present:

Councillor – V Guglielmi, Woods, Baker, Brown, Adcock-Jones, Pretty, C Guglielmi and Elkin

Also in attendance:

0 Members of the press

4 Members of the public

Apologies:

Cllrs Payne, Langstone and Miles

83/1819 Minutes of the Previous Meetings:

The minutes of the Council meeting held on **Monday 21 January 2019** were approved.

Proposed: Cllr Adcock-Jones **Seconded:** Cllr Elkin **Agreed**

84/1819 Actions from the previous meeting:

Report on Actions and Progress:

Clerk to post cheques	Completed
Colne Contracts quote to join up Essex Way and Cotman Avenue – to Finance for further discussion	Completed
Ongoing from the meeting of November 2018	
Trip incident – Waldegrave Way Cllr Adcock-Jones asked that copies of documents from council's solicitors be obtained so he can review them. Clerk has chased again	Ongoing

85/1819 Declarations of Interest:

- a) Cllr C Guglielmi – Library 18/1819 b)
- b) Cllr Elkin – VAS 90/1819 d)

86/1819 Public Voice:

- a) A member of the Action Group gave an update regarding the Gladman Homes appeal and their second application – closing date for comments being 19 February 2019. The second application only differs in that the Ecological appraisal is more in-depth. The date of the Public Enquiry for the first application has been set for 23 July 2019. Council were advised Historic England has changed their view and now recommend objection. That TDC cannot recommend refusal if ECC do not recommend refusal. Other issues include Biodiversity and Traffic. *Cllr C Guglielmi requested the Action Group send him a formal letter to include the above information and a copy of the formal letter from Historic England.* Council were also reminded Gladman Homes do not pay additional fees to submit a second application.

b) Reports from:

- The **District Councillor**
- The **County Councillor**
- **Crime report** (received from Cllr Baker and circulated)

Note: Advised Police Precept for 2019/20 has been set at £25 per household.

Reports will be published on Councils Website

87/1819 Manningtree, Mistley and Lawford Councils:

- a) Community Governance Review – (Amalgamation of the above three councils)
Councils missed the review last year; however, one can be requested of the District Council. Cllr C Guglielmi advised it is a lengthy process and will not come into force until the next elections in 2023. Cllr C Guglielmi proposed council start the proceedings and if approved Clerk will write to Karen Neath at TDC advising LPC agrees to undertake a review.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Baker **Agreed** – unanimous
Action – Clerk to write to Karen Neath, TDC

- b) Manningtree Library – a working party has been formed consisting of representatives from the three parishes. An application to move the Library from Tier 3 to Tier 2 has been made. The population growth/housing development is increasing by 42% across the three parishes. Isolation has been rebutted Cllr C Guglielmi informed council the nearest tier 2 library is some 8 miles away, and other groups using the library were not included in the reasoning. The following points were highlighted;

- i. Books had not been increased, hence the reason not so many are being lent.
- ii. Tendring has a high level of deprivation and this facility is essential.

Councillors and residents are encouraged to voice their opinion regarding the Library Closure.

An expression of interest for the library to become a Community Hub will be monitored by Cllr C Guglielmi. Cllr Baker proposed the working party be given powers to submit answers on behalf of Council.

Proposed: Cllr Baker **Seconded:** Cllr C Guglielmi **Agreed**

88/1819 Finance: (No meeting held since last Full Council)

- a) Playground Inspection – approval to continue to use TDC cost £43.98 per play area.

Proposed: Cllr Baker **Seconded:** Cllr Adcock-Jones **Agreed**
Action – Clerk to Advise

a) **Council's expenditure:**

- i. Approved expenditure

Direct Debits		£
E-on Energy	Street Lights – Unmetered Supply	346.03
E-on Energy	Tennis Courts	8.61
BT	Office Communications	43.84
Ogilvie Hall	Monthly Rent for the Parish Office	300.00
Items of Expenditure to be approved and cheques signed by Councillors		£
Monthly Salaries	Staff payments	1,176.42
<i>Inland Revenue</i>	<i>Now paid quarterly</i>	0.00
Dave Childs	Handyman	283.50
A&J Lighting	Street Light repairs	216.72
ASL	Printer	15.61
Mansion House Publishing	In Touch advert for Parish Meeting	
Earth Anchors	Key to move bin	13.14
Mr St James	Consultancy for new computer - final payment as originally agreed.	80.00
Mrs St James	Agreed GDPR work	100.00
Clerk	50 x 2 nd Class Stamps	29.00
		Monthly Spend
		£2,710.07
FFF		£
Manningtree Council	Profit from event	313.12
Mistley Parish Council	Profit from event	1,303.85
		FFF
		£1,616.97

Proposed: Cllr Baker **Seconded:** Cllr Adcock-Jones **Agreed**

Action – Clerk to post cheques

- ii. In line with audit guidelines Councillor Woods verified invoices and the prepared cheques agree, confirmed by initialling both cheque and invoice with green ink.

89/1819 Planning: *(Minutes circulated with Agenda)*

(Received after agenda issued – viewed by Planning committee and to full council for formal approval)

Received 31/01/19

- a) **19/00124/FUL** 63 Tile Barn Lane
Static Mobile home for an elderly relative. No objection providing there is a condition that it is only on the premises for the life of that relative.

Received 4/02/19

- b) **19/00156/FUL** 158 Long Road
Proposed side extension

No objection

Proposed: Cllr Woods **Seconded:** Cllr Pretty **Agreed**

Action – post to planning portal

90/1819 Highways and Transport: *(Minutes circulated with Agenda)*

- a) To agree the minutes of 1 October 2018 - *not quorate take to next meeting* **Action**
- b) Devolution - Parish Councils dealing with local highway repairs – it was suggested ‘Tendring Highways Rangers be given the budget. Cllr C Guglielmi will draft a letter. **Action – Cllr C Guglielmi**
- c) Removal of Zig Zag lines and bus signs at Manningtree High School. Following discussion with the school’s headmistress Clerk was advised the school did not want the ‘Zig-Zag’ lines removed and it was suggested a councillor meet with them. Cllr V Guglielmi met with the headmistress and council is now advised the school do want the zig-zag lines removed. There will be a site visit after half Term to determine exactly what the school wished to be done.
- d) **VAS** – following decommissioning due to health and safety issues when being moved, a letter has been received from Cllr Elkin suggesting the VAS be sighted on lamppost 11, which is positioned on his property. He will take full responsibility for the charging and changing of the Battery and any Health & Safety issues in doing so. There will be no charge to the Parish Council.

Proposed: Cllr Brown **Seconded:** Cllr Pretty **Agreed**

Action – Cllr Elkin

91/1819 Amenities: *(Minutes circulated with Agenda)*

- a) To agree the minutes of 1 October 2018 – *not quorate take to next meeting* **Action**
- b) **Replacing decommissioned Tennis Courts** – representatives of Lawford Football Club attended to give a presentation to council of their proposal.
 - i. The club use 7 different locations to train during the winter
 - ii. The All-Weather site at Manningtree School is not suitable
 - iii. The proposed plan is to increase the ‘Seven a side’ pitch. The Tennis court base could be used.
 - iv. The Football Club would manage the Facility on Council’s behalf and take on the costs
 - v. Regarding cost - the Football Foundation is the largest Sports Charity in the UK and funded £23million each year.
 - vi. The Football Foundation are keen to develop Multi Surface Pitches providing Grant Funding for Community Groups.
 - vii. A meeting has been arranged on 21 March 2109 between the club, the Foundation and a representative from the Essex FA to discuss a possible project. Council were advised that on paper the project ‘ticks all the boxes.’
 - viii. If successful the Foundation take ownership of the project using an external contractor approved by the panel.
 - ix. The Club will need a minimum 25year lease.

- x. Funds come from the League/the Foundation and Sports England. It is unknown as yet whether this will fully fund the project and more will be known following the above meeting of 21 March 2019.
 - xi. Time scale – suggested the middle of 2020.
- It was proposed the above be further investigated.

Proposed: Cllr C Guglielmi **Seconded:** Cllr Baker **Agreed - unanimous**

- c) **For discussion** council's aged/deteriorating Street Lighting
It was suggested this be placed on both the **Highways and Amenities** Agenda for discussions and then go to Finance enabling the new council to budget for works required. **Action**
- d) **Purchase of Riverview** – since the Council Meeting council has been advised by its solicitor that she is waiting for the seller's solicitor to come back to her, following a meeting held on 21 January 2019 with their clients to discuss amendments. Cllr C Guglielmi will follow up with TDC
- e) **Approve** the use of Riverview by Trinity Free Church for their Birthday Bash on 4 May 2019
Proposed: Cllr Pretty **Seconded:** Cllr Woods **Agreed – Clerk to Advise Trinity Free Church**
- f) **For information:** approval given to repair a trip hazard in the Play area at Riverview cost £450 + VAT

92/1819 Personnel, Policies and Regulations: (No meeting held since last Full Council)

- a) **Parish Meeting – update**
 - i. Approval of spend for personalised Flyers and Leaflets providing information regarding becoming a Councillor (obtained from EALC). Cost Leaflets double sided colour 25p per sheet. A4 Poster, 25p per Poster + postage and Staff Time customising and printing - £26.00
Proposed the following be ordered - *What is a Town, Parish, Village or Community Council leaflet x 50 and Stand as a Local Councillor poster x 2*
Proposed: Cllr Adcock-Jones **Seconded:** Cllr Pretty **Agreed**
- b) **New Office Computer** now installed and was working extremely well until a 2hr Microsoft update, which has caused problems and Mr St. James has spent additional time (and may need more time) to resolve the myriad of issues the update has caused.
 - i. Issues remain with email, both with the migration (some corruption of data) and with the BT 'mail box full' messages. This would be additional work for Mr St James who estimates 6-10hrs. Given the necessity of email, committee has approved the spend and Mr St James has been advised. Work will likely begin week of 18 February 2019.
 - ii. Mr St James has advised that it would be costly to resolve issues with the old computer and could not guarantee how long it would run for. He felt the cost would be better spent if put to purchasing a new laptop. Clerk requested to obtain quotes for a laptop and take to Finance. **Action**
 - iii. Appoint permanent IT support as recommended by Mr St. James. Clerk to investigate and take to Personnel. **Action**

Proposed: Cllr V Guglielmi **Seconded:** Cllr Pretty **Agreed**
- c) Emergency Plan update – councillors approved the revised plan providing all contact information is updated.
Proposed: Cllr Brown **Seconded:** Cllr Adcock-Jones **Agreed**

93/1819 Other Meetings Attended by Councillors

- a) Cllr Baker attended the 'Railway Conference for the East' meeting.

There being no further business the meeting ended at 9.30pm

The next meeting of Full Council will be on 18 March 2019. There will be no meeting in April 2019.

Signature (Chairman): **Date:**